

Purpose

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Use this procedure to copy an existing Travel Request to create a new Travel Request.

Trigger

A Travel Request is required to be copied into a new Travel Request.

Prerequisites

- A Travel Request must exist for the employee.
- Employee must be able to log into ESS portal.

Menu Path

There is no menu path for actions conducted in the portal.

Transaction Code

Portal

Helpful Hints

- None

Procedure

1. Start the transaction using the menu path or transaction code.

**Universal Worklist - SAP NetWeaver Portal**

2. Click the **Employee Self-Service** tab .

**My Overview - SAP NetWeaver Portal**

3. Click the **My Travel and Expenses** tab .


**PageBuilder**

4. Click the **My Trips and Expenses** label .



**Traveler Work Center**

5. Click the **All My Travel Requests** tab to view your Travel Requests.

**Traveler Work Center**

6. Select the correct Trip by clicking the **Gray Box** next to the **Trip Number**. For this example, select **Trip Number 184**.
7. Click the **Copy** button  to copy an existing Travel Request.

**Travel Request**

8. Click the **New Start Date** search box .
9. Select the **New Start Date** for the copied trip by clicking on the correct day in the calendar. For this example, click on **Day 7**.
10. Click the **Start** button .
11. From this step onwards, the process is the same as creating a new travel request. Refer to the BPP titled **Create New Travel Request**. For purposes of this simulation, click the **Cancel** button.

Result

You have copied an existing Travel Request to create a new Travel Request.